SERVICES TO BUSINESS

A GUIDE TO TERRITORIAL, FEDERAL AND OTHER SERVICES TO BUSINESS

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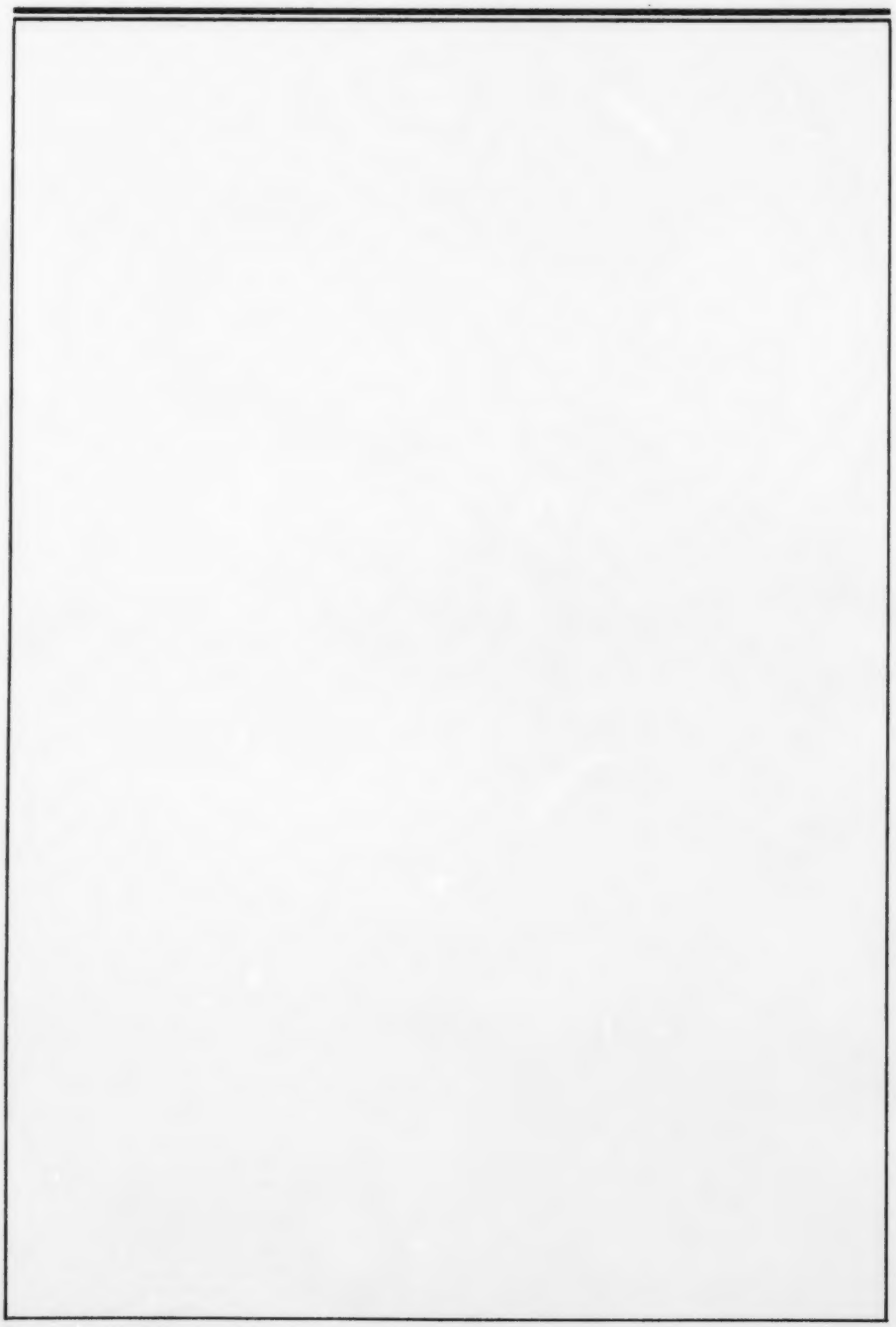
Prepared by the
Business Development Division
Business Services Section
Department of Economic
Development & Tourism
Government of the N.W.T.



Services to Business Handbook

- This handbook is a combination of as many reasonable and applicable federal, territorial, and other programs and services available to existing and potential businesses in the Northwest Territories.
- Resource material for this handbook are comprised of the most recent publications and brochures on programs and services offered by the above mentioned sources. It is assumed that all programs/services are current and in effect. However, it may be possible that some have been discontinued since publication date.
- Additional "hidden" programs/services may not have been included since they are not currently in effect, have not been advertised or indicated publicly, or are not applicable in the N.W.T.
- An applicable selection of assistance programs/services to manufacturing, industry and R. and D. firms is included to hopefully stimulate awareness in this sector which is lacking in the N.W.T. economy. A few export assistance programs/services are included for the same purposes.
- The nature and eligibility of programs/services ranges from general to specific depending on program/service. In all cases further information should be obtained, regardless, before making application.
- The addresses are as current and local as could be determined from available resource materials. Some may be outdated (i.e. federal programs based in Ottawa), others may have a more local or specific address. In all cases the address given should provide information and or directions.
- This handbook was intended to be as flexible and basic as possible. As such it covers a useful range of those programs/services available without being too ponderous or confusing.

The following is a list of Territorial and municipal organizations that may prove useful to various businesses and individuals in the Northwest Territories.

Chamber of Commerce:

N.W.T. — (Yellowknife) Box 906, YK. 873-3131
Yellowknife — Box 906, YK. 873-3131
Inuvik and District — Box 1755, Inuvik, N.W.T.
Hay River — Box 1278, Hay River, 874-2565
Frobisher Bay
Keewatin, Rankin Inlet

Associations:

N.W.T. Aviation Council
N.W.T. Hotel Association
N.W.T. Chamber of Mines, Box 2818 YK. 873-5281
"Down North" Good Roads Association
Inuvik and District Aviation Council
N.W.T. Motor Transport Association, Box 506 YK. 873-2831
Territorial Farmers' Association
N.W.T. Association of Municipalities, Box 1529 YK. 873-8359
N.W.T. Outfitters' Association
N.W.T. Fishermen's Federation
Travel Industry Association of the N.W.T., Box 506 YK. 873-2122
N.W.T. Construction Association
Institute of Chartered Accountants of the N.W.T.
N.W.T. Arts and Crafts Council
C.G.A. Association of the N.W.T.
Baffin Region Inuit Association
Keewatin Inuit Association
Kitikmeot Inuit Association
Northern Air Transport Association, Yellowknife, 920-2985
N.W.T. Public Works Association
Hay River and Area Economic Development Corporation, Hay River 874-2400
YK Independent Cab Owners Association
N.W.T Hunters' and Trappers' Association
Baffin Regional Hunters and Trappers Association
N.W.T. Lumber Grade Stamp Agency

FOREWORD

This handbook is published by the Government of the N.W.T., Department of Economic Development and Tourism, to serve as a guide to the assistance programs which are available to the N.W.T. business community, from the Territorial and Federal governments, and various other agencies. It is oriented particularly to the needs of the small and medium sized enterprise; Government branches and programs which offer direct services and information to business are included. Some regulatory and licensing functions are also included. A brief description accompanies each Service or Program. The mailing address is provided to assist the interested person in contacting the appropriate government department or agency.

If further assistance is required regarding this guide, please contact:

Business Development Division
Business Services Section
Department of Economic Development and Tourism
2nd Floor Laing Building
Yellowknife, N.W.T. X1A 2L9
Telephone: (403) 873-7229

INTRODUCTION

This handbook was written for the business owner, manager or persons wishing to establish a business. Therefore, the following programs and services have been organized to answer the questions business people ask most often about government programs and services.

- What advice can I get in starting a new business?
- What help can I get in financing my business?
- What is available in the areas of research and development, and innovational incentives?
- What assistance can I get in marketing my products?
- What help is there if I have to adjust to major market changes?
- What special help is available for specific or slow-growth sectors?
- What particular measures are available to help small business?

In response to each of these questions the handbook describes financial assistance programs and the range of services provided by government to business. It also indicates the mix of assistance available, explains who is eligible and indicates where to contact for information or application.

How to get information and assistance

There are 5 ways to get the information you need, and to obtain help in making your application:

1. This handbook — Services to Business
2. Business Information Centre Hot Line (Zenith 0-3200; or (403) 425-7063)
3. Your Local Representatives of the G.N.W.T. Department of Economic Development and Tourism (A.E.D.O.'s & B.D.O.'s)
4. The Federal Business Development Bank in Yellowknife
5. Local Offices of the applicable Government Departments (i.e.: Regional Industrial Expansion, Employment and Immigration.)

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11. Special Investment Tax Credit
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3. Trapper's Incentive Grants

Federal Government Programs:

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8. Small Craft Harbours
9. Financial Assistance for Film Programs
10. Prospectors Assistance
11. Canada Council Grants
12. Canada Mortgage and Housing Corporation
13. Canadian Industrial Renewal Board (CIRB)
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A. Industry and Commerce

Territorial Government Programs: G.N.W.T.

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Federal Government Programs:

2. Canadian Institute for Scientific & Technical Information
3. Canada Patent Office
4. Canadian Patents and Development Limited (CPDL)
5. Trade Marks Office
6. Industry Energy Research and Development Program
7. International Bureau
8. Unsolicited Proposals Program
9. Support for Research & Innovation
10. Statistics Canada
11. Machinery Program
12. Industrial Research Assistance Program

B. Natural Resources

Federal Government Programs:

1. Development & Demonstration of Resource & Energy Conservation Technology

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Territorial Government Program: G.N.W.T.

1. Division of Tourism and Parks
2. Contribution Program for Tourist Accommodation
3. Travel Arctic Program

Federal Government Programs:

4. Canadian Commercial Corporation
5. Tourism Canada

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Territorial Government Programs: G.N.W.T.

1. Business Development Division
2. Arts and Crafts Development
3. Renewable Resource Development
4. Non-Renewable Resource Development
5. Co-operative Development
6. Canadian Executive Services Overseas (CESO)

Federal Government Programs:

7. Canada Development Corporation
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Federal Government Programs:

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8. Small Business Management Training
9. Labour Canada
10. Unemployment Insurance Commission
11. Canada Employment Centres (CEC)
12. National Industrial Training Program (GIT)
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5. Canada Post Office Services
6. Priority Post
7. Small Business Secretariat
8. Surplus Equipment — Crown Assets Disposal Corporation
9. Weather Information Services
10. Canadian Transport Commission
11. Transport Canada
12. Canada Land Inventory — Land Use
13. Health and Welfare Canada

I. Financial Assistance Programs

G.N.W.T. Business Loans and Guarantees Fund

Nature

The Government of the N.W.T. administers this Fund to provide term loans and loan guarantees to business enterprises in the N.W.T. where the required credit or other financial assistance is not available from other sources on reasonable terms and conditions. Loans and bank loan guarantees are limited to a maximum of $500,000 and a term of 15 years for the purposes of financing the purchase, installation, renovation, improvement, or expansion of equipment, inventory, or premises used or to be used in carrying on a business enterprise.

Eligibility

New or existing business registered in the N.W.T.

Address

Superintendent of Economic Development & Tourism, Government of the N.W.T., Cambridge Bay, Frobisher Bay, Fort Smith, Inuvik, Rankin Inlet or the Area Economic Development Officer in Yellowknife.

Eskimo Loan Fund (E.L.F.)
Eskimo Economic Development Contributions (E.E.D.C.)

Nature

This program provides funding for direct loans and loan guarantees for commercial enterprises operated by Inuit or Inuit controlled organizations. Purposes include establishment of commercial business, additional working capital to existing businesses, building construction, purchase or renovation, purchase of vehicles and aircraft to be used for commercial purposes.
E.E.D.C. grants may be granted in conjunction with E.L.F. loans. There is no prescribed limit for contributions, each case will be decided on its own merits.

Eligibility

Eskimos, Eskimo cooperatives, companies etc.

Address

Superintendent of Economic Development & Tourism, Government of the N.W.T., Frobisher Bay, Cambridge Bay, Rankin Inlet, Fort Smith, Inuvik, or the Area Economic Developent Officer in Yellowknife.

Business Development Program

The Business Development Contributions Program is intended to stimulate business development and to create new employment opportunities in the Northwest Territories. The program provides that accountable contributions may be granted to new or existing business enterprises for the purchase, installation, renovation or improvement or expansion of equipment, or premises used or to be used in the course of carrying on a business enterprise. Contributions may also be made available for preparatory activities, including feasibility and market studies, related to the foregoing.

Contributions are accountable and are restricted in size by employment and asset considerations.

Eligibility

Any business registered in the N.W.T.

Address

Contact the Area Economic Development Officer in your area or write to Business Consultant, Department of Economic Development & Tourism, Yellowknife, N.W.T., X1A 2L9.

Economic Development Agreement (E.D.A.)

Nature

The E.D.A. provides through subsidiary agreements, assistance to attain a higher standard of living, improvement in the quality of life and equality of opportunity for northern residents. Using the combined funding services of the G.N.W.T., D.R.I.E., D.I.A.N.D. and C.E.I.C., the EDA currently finances subsidiary agreement projects and programs in the following areas:
Human Resource Development; Business Management Development, Options North
Natural Resource Development; Intersettlement Trade, Renewable Resource Use Planning and Implementation
Domestic Market Development; Business Assistance, Tourism Development, Community-Based Economic Development Planning.

Eligibility

N.W.T. residents and businesses planning to establish or expand operations in this area.

Address

E.D.A. Secretariat, P.O. Box 1030, Yellowknife, N.W.T., X1A 2N7, Telephone (403) 920-8743. Area Economic Development Officers Note: the Human Resource Development Sub-agreement address is Canada Employment and Immigration Commission, P.O. Bag 1170, Yellowknife, N.W.T. Telephone (403) 920-8411.

Financial Assistance to Business

The Financial Assistance (Contributions) to Business Program is intended to support the maintenance of stable business enterprises and employment opportunities in the Northwest Territories. The program provides for accountable contributions to business enterprises in financial difficulty and in legitimate instances of proven need.

Contributions are accountable and are restricted in size by employment and asset considerations.

Eligibility:

Any business registered in the N.W.T.

Address:

Contact the Area Economic Development Officer in your area or write to Business Consultant, Department of Economic Development & Tourism, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9.

Special Agricultural Rural Development Agreement (Special A.R.D.A.)

Nature

This joint federal-territorial program can provide financial contributions and other assistance to projects which create new jobs, increase income and improve living conditions of residents of the Northwest Territories, particularly those of Indian or Inuit ancestry. Types of eligible projects include commercial businesses, resource harvesting, training and special measures needed to help people take advantage of job opportunities. For commercial projects contributions of up to 50% of the costs may be provided.

Eligibility

For commercial projects a majority of employees must be of Indian or Inuit ancestry. Viability of the proposal is a strong consideration. Priority is given to proposals incorporating Native entrepreneurship.

Address

Superintendent, Department of Economic Development and Tourism, Government of the N.W.T., Fort Smith, Inuvik, Rankin Inlet, Frobisher Bay, Cambridge Bay, N.W.T. or Director, Department of Regional Industrial Expansion, P.O. Box 6100, Yellowknife, N.W.T., X1A 1C0 or Co-Secretary, Special/ARDA, Department of Economic Development and Tourism, Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7516.

Industrial and Regional Development Incentive Program (I.R.D.P.)

Nature

The Federal Government provides incentive contributions and loan guarantees to certain manufacturing and processing businesses willing to establish, expand or modernize their facilities. Incentives depend on size and nature of the project. Most manufacturing and processing industries may qualify for contributions and loan guarantees. Certain new commercial facilities may qualify for loan guarantees only.

Eligibility

Firms planning to establish, expand or modernize manufacturing or processing facilities may qualify for incentives. Loan guarantees may be available to certain commercial projects including business offices, warehousing and freight handling facilities, shopping centres, hotels or motels, convention, recreation and research facilities.

Address

Department of Regional Industrial Expansion, 10th Floor, Precambrian Building, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225.

Commercial Bank Financing

Nature

Provides financial Service through Banks and other traditional financial institutions. These services are provided for a multitude of purposes to a broad cross section of the population individually or in business enterprises. These sources of financing must be approached initially since many government financial services require that bank refusals be obtained before an application will be considered.

Eligibility

Individuals and Business Enterprises

Address

Contact a Chartered Bank.

Federal Business Development Bank

Nature

Extends Financial Assistance to new or existing business of almost every type in Canada which do not have other sources of financing available to them on reasonable terms and conditions. Management Services provided to help improve management skills; seminars conducted in smaller centres to meet the needs of the owners and managers of small businesses; sponsors and supports conferences to promote good management practices; develops management training courses for distribution to provincial education authorities. Information Services publishes and distributes booklets on a wide range of topics pertaining to small business; distributes bulletins on business at branch offices with a variety of publications on small business management.

Eligibility

Financing available to most Canadian companies (with emphasis on the needs of the small business) by means of loans, loan guarantees, equity financing or leasing, or by any combination of these methods.
Ranges in size from a few thousand dollars upward. Business may obtain FBDB assistance on more than one occasion if they meet its requirement.

Address

Federal Business Development Bank, 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Indian Economic Development Fund

Nature

The program provides advice, assistance and financial support in the field of economic development to Indian people, both individuals and groups. Financial support in the form of an accountable contribution may be made available for business development, institutional development and socio-economic research and planning in such items as capital acquisitions, equity and technical costs.

Eligibility

The program's primary mandate is to deal with status (Treaty) Indians either individually or as a group. The program can participate with non-status Indians where community based issues are involved, and where it can be established that benefits will accrue to status Indians.

Address

Economic Development Division, Indian and Inuit Affairs, P.O. Box 2760, Yellowknife, N.W.T., X1A 1R6. Telephone: (403) 920-8282.

Special Investment Tax Credit

Nature

This program is aimed at the areas of greatest disparity and covers 5% of the population of Canada. The tax credit is 50% of the eligible capital cost of assets acquired primarily to manufacture and process products.

Address

Industrial Incentives Branch, Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225.

Small Business Loans Act

Nature

The department of Regional Industrial Expansion guarantees loans made to small businesses whose annual gross revenues do not exceed $1.5 million during the year in which the application is made or, in the case of a new business, if the estimated revenue in the first financial period (not less than 52 weeks) does not exceed $1.5 million.

Address

Banks, Credit Unions, and other organizations designated as lenders under the Act or Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225.

Outpost Camps Assistance

Nature

Financial assistance may be provided to groups or individuals who wish to live off the land, and follow their traditional lifestyle.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9.

Trappers Assistance Program

Nature

This program is designed to provide loans to trappers for outfitting of the coming season's activities and to assist trappers to reach their areas. Maximum loan available is $1,500 per trapper.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9.

Trappers Incentive Grants

Nature

This program is designed to assist trappers by providing a fur subsidy at the beginning of the trapping season, calculated on the previous seasons fur sales.

Eligibility

Holders of N.W.T. general hunting licenses who are residents in the N.W.T.

Address

Department of Renewable Resources, N.W.T. Wildlife Service, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9.

Fishing Vessel Assistance Program

Nature

The Fishing Vessel Assistance program provides a financial subsidy to commercial fishermen or companies to assist in the construction, modification or conversion of fishing vessels. The program is designed to improve the quality of the fishing fleet, increase the income of fishermen, improve the quality of the landed product, and to provide stability in the boat building industry. The amount of subsidy is a proportion of the cost, and this proportion may change from one year to the next. In the fiscal year 1982/83, 25% of the cost was subsidized.

Eligibility

To be eligible to receive a subsidy, the fisherman must be a Canadian citizen, a new vessel must be replacing an older vessel of a qualifying age, the vessel has to be licenced to operate in the intended fishery, and the work to be assisted under the Program must be completed in Canada.

If a fisherman's application is approved, the fisherman enters into a formal agreement. The major conditions of the agreement are that during a five year period, the vessel must remain actively engaged in a fishery, the vessel must be insured, and the vessel must not be sold or chartered.

Address

Department of Fisheries and Oceans, Government of Canada, Box 1008, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-2334.

Fisheries Development

Nature

Under this program, administered by the Department of Fisheries and Oceans, Fisheries Development Branch, projects are initiated and/or supported that will improve the efficiency and effectiveness of Canada's fisheries as well as contributing to economic growth and job creation. Candidate projects include those that will foster the more efficient exploitation of fishery resources; exploration and development of new fishery resources; introduction and demonstration of new types of fishing vessels, equipment and techniques; development of new fishery products and processes; and improvements in the handling, processing and quality of fishery products. Priority is given to project proposals having a signficant energy conservation component and having components that will benefit native communities in remote areas of the fishery.

Eligibility

Fishermen, fishermen's organizations, the fishing industry. Projects are identified by the Department and through submitted candidate proposals and supported on the basis of their success potential in creating economic growth.

Address

Department of Fisheries and Oceans, Western Region, Box 1008, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-2334.

Fisheries Improvement Loans

Nature

The Federal Government guarantees loans made to Fishermen by chartered banks and other approved lenders for a wide range of fisheries improvement projects. Loans can be guaranteed for:
Purchase and/or construction of vessels and equipment.
Major repair or overhaul of vessels.
Construction, repair, or alteration of buildings required by a primary fishing enterprise.
Development and improvement of a fishing enterprise.

Eligibility

Fishermen and owners of fishing vessels and buildings involved in fishing enterprises.

Address

Department of Fisheries and Oceans, P.O. Box 2310, Yellownife, N.W.T. Telephone (403) 873-5831.

Fishing Vessel Insurance Plan

Nature

The Fishing Vessel Insurance Plan provides low cost insurance coverage for commercial fishing vessels. The plan provides total loss, partial loss and third party collision liability coverage on vessels based on the appraised value of the hull, machinery, and electronics. Premium rates depend on the construction, conditions, age and equipment of each vessel, qualifications of the crew, previous fishermen's insurance-risk record, types of fishing activities in which the vessel engages, and its' area of operations.

Eligibility

Owners of Canadian commercial fishing vessels with a value of $500.00 or more which are involved in a commercial fishery.

Address

Department of Fisheries and Oceans, Government of Canada, Box 1008, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-2334.

Small Craft Harbours

Nature

This program's first priority is the provision, operation, maintenance and management of facilities in support of the fishing industry.

As a second consideration the program is intended to assist Federal or Provincial governments and existing tourists resort operations which are recognized as main economic activities within their immediate communities, where construction of facilities will have a stimulating effect on the development of a tourist industry, or where location provides access to national historic sites. The program is also available for the construction of commercial fishing wharf facilities.

Funds may be provided for new wharfs and/or launching ramps as an initial and one time expenditure. The maximum expenditure is $25,000.00.

Eligibility

Local authorities or operators of eligible tourist facilities.

Address

Department of Fisheries and Oceans, Government of Canada, Small Craft Harbours, 153 Lombard Avenue, Winnipeg, Manitoba R3B 0T4 (203) 949-4060 or information can be obtained from Department of Fisheries and Oceans, Government of Canada, P.O. Box 1008, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-2334.

Financial Assistance for Film Programs

Nature

To foster and promote the development of feature film and television programs industries in Canada. To develop all types of expertise in film and television productions. Financial assistance can be in the form of direct investment awards or loans.

Eligibility

Canadian feature films, Canadian television programs, Canadian feature films and television programs productions and Canadian producers.

Address

Canadian Film Development Corporation.

Montreal
Tour de la Banque Nationale
600 Lagauchetiere Ouest
25e etage
Montreal, Quebec
H3B 4L2

Toronto
130 Bloor St. West
Suite 901
Toronto, Ontario
M5S 1P6

Vancouver
1176 West Georgia St.
Suite 1500
Vancouver, B.C.
V6E 4A2

Prospectors Assistance

Nature

This program is intended to encourage the search for minerals in the N.W.T. and Yukon. The Prospectors Assistance Board provides assistance through service contracts with eligible prospectors. It includes advance payments at the beginning of the season to a maximum of $3,500.00 grant; travel cost may not exceed $2,000 and other costs $1,500.00. Applications should be received between April 1 and May 31.

Eligibility

Anyone 21 years and over.

Address

Department of Indian Affairs and Northern Development, Box 1500, Yellowknife, N.W.T., X1A 2R3. Attention: Regional Manager, Mining Lands.

Canada Council Grants

Nature

The Canada Council provides assistance to professional artists and non-profit arts organizations involved in the performing, visual arts, media arts and writing and publishing. Performing Arts — Non-profit arts organizations may receive grants toward their operating costs or special projects. Subsidies, technical assistance and support services are also provided to encourage touring by artists and companies. Visual Arts — Grants are awarded to art galleries and artist-run-spaces and print workshops. Media Arts — Grants are offered to professional independent producers in film, video and integrated media. Publications — Assistance is provided to majority Canadian-owned publishing houses, literary and arts periodicals and national publishers' associations.

Eligibility

Professional artists and non-profit arts organizations involved in the development, performance, and encouragement of the arts in Canada.

Address

Canada Council, Communications Section, P.O. Box 1047, Ottawa, Ontario, K1P 5V8.

Canada Mortgage and Housing Corporation

Nature

CMHC is a federal crown corporation in charge of administering the National Housing Act. Federal assistance for home ownership housing and rental projects built by private entrepreneurs is provided through a system of mortgage insurance. Under this arrangement, loans are advanced by private approved lenders and a guarantee on their investment is provided by CMHC. Borrowers can usually obtain a longer repayment period and a lower rate of interest than is available in the conventional lending field. Direct loans are also made for home ownership where assistance is not available from the approved lenders.

Eligibility

Insured mortgage loans are normally available to individual home-owner applicants, to builders constructing houses, and to some special groups such as cooperative housing associations. Also available for existing housing which the purchaser intends to occupy. Direct loans are usually only available in small towns, rural areas, and other remote parts of Canada not normally serviced by approved lenders.

Address

Canada Mortgage and Housing Corporation, Box 2460, Yellowknife, N.W.T., X1A 2P8. Telephone 873-2637.

Canadian Industrial Renewal Board (CIRB)

Nature

Promotes the revitalization of the textile, clothing and footwear industries and to promote the strengthening and diversification of the economic base of regions dependent on these industries and to assist displaced workers as a result of industrial adjustment in these sectors.

Eligibility

Textile, clothing and footwear firms.

Address

Canadian Industrial Renewal Board, 270 Albert Street, Ottawa, Ontario, K1A 1A1. Telephone (613) 593-5759.

Price Support for Fish and Seals

Nature

The Fisheries Price Support Board is responsible for investigating and recommending appropriate action to support prices of fisheries products including seal skin where declines have been experienced. This is an attempt to protect fishermen against sharp declines in prices and consequent loss of income due to causes beyond their control. The Board is empowered to purchase fisheries products at prescribed prices or pay deficiency payments to producers of fishery products equal to the difference between a prescribed price and the average price at which such products are sold. The deficiency payments are made through the Fresh Water Fish Marketing Corporation.

Eligibility

Fishermen and producers of Fishery products.

Address

Department of Fisheries and Oceans, Government of Canada, P.O. Box 2310, Yellowknife, N.W.T. Telephone (403) 873-5831.

Feed Freight Assistance

Nature

A federal program that subsidizes a portion of the costs of transporting feed grains from the Prairie region to all destinations in the Northwest Territories. The applicable rate of assistance is $50.00 per metric tonne.

Eligibility

All livestock feeders in the Northwest Territories.

Address

Mr. G. Rene de Cotret, Director General, Program Co-ordinator, Box 177, Snowdon Station, Montreal, Quebec, H3X 3T4. Telephone (514) 283-7505.

Export Development Corporation (E.D.C.)

Nature

The Export Development Corporation (EDC) is a Federal Crown Corporation that provides financial services to Canadian exporters and foreign buyers to facilitate and develop Canada's export trade. It does this by providing, in either of Canada's two official languages, a wide range of insurance, guarantee, and financing services. These services are designed to assist Canadian exporters, large or small, with competitive products in terms of price, quality, delivery and service, to compete efficiently and profitably in international markets.

Eligibility

Canadian businesses with export transactions that satisfy Canadian content requirements.

Address

Export Development Corporation, Western Region Office, Suite 1030, One Bentall Centre, 505 Burrard Street, Vancouver, B.C., V7X 1M5. Telephone (604) 688-8658.

Program for Export Market Development

Nature

This program provides incentives for Canadian firms to enter or expand foreign markets. It shares with the business community the financial risk of entering foreign markets by providing contributions of up to 50% of the costs incurred in breaking into new markets. The contributions are repayable if sales are achieved.

Eligibility

Any Canadian supplier of goods and services interested in developing new export markets.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225 or Department of External Affairs, Trade Development, Ottawa, Ontario, K1A 0G2, toll-free number 1-800-267-8376.

Business Opportunities Servicing System (BOSS)

Nature

B.O.S.S. is a simple solution to bringing together buyers and sellers. B.O.S.S. takes individual information from Canada's manufacturing and international trading companies and incorporates it into a system that identifies Canadian suppliers for international and domestic markets and is updated every three months. Information on B.O.S.S. and questionaires can be obtained from the address below.

Eligibility

Canadian Businesses interested in developing domestic and/or foreign markets.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225.

Trade Development

Nature

The Trade Development Branch provides assistance to Canadian exporters and helps foreign buyers to locate Canadian sources of supply. In addition to providing a link between buyer and seller, the Trade Development Branch acts as an export market consultant in all phases of marketing. The Trade Development Branch can supply up-to-date information on export market opportunities, and can assist in promotional projects.

Address

Department of External Affairs, Trade Development, Ottawa, Ontario, K1A 0G2. Toll-free number 1-800-267-8376.

II. Research Development and Information; Programs and Services

Statistical Information Service

Nature

On request, the bureau will provide statistical information provided materials are readily available and no major staff effort is required. Publications are also available at nominal cost.

Eligibility

No restrictions.

Address

Bureau of Statistics, Government of N.W.T., Yellowknife, N.W.T., X1A 2L9.

Canada Institute for Scientific and Technical Information (CISTI)

Nature

This is Canada's focal point for storing and retrieving scientific, technical and medical information. This knowledge is derived from millions of reference sources contained in an outstanding library and a computer that is fed data from Canada, U.S.A. and Europe. CISTI can provide regular reports, on-line access to its own computer and copies of the material in its library.

Eligibility

Anyone with a need for scientific, technical and medical information.

Address

Canada Institute for Scientific and Technical Information, Montreal Road, Ottawa, Ontario, K1A 0S2. Telephone (613) 993-1600.

Canada Patent Office

Nature

The Canada Patent Office administers the Patent Act which grants a 17 year exclusive right to an inventor to make use and sell his or her invention in Canada. In return for this right, the inventor is required to make public a full description of the invention. The Patent Office Library contains information on Canadian and Foreign patents, international journals and bulletins. A weekly publication with brief descriptions of inventions patented is available. Copies of patents are offered for sale through Micro Media Ltd., 165 Hotel de ville, Hull, Quebec, J8X BX2.

Eligibility

Any interested parties.

Address

Canada Patent Office, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario, K1A 0C9.

Canadian Patents and Development Limited (CPDL)

Nature

Canadian Patents and Development Limited is a Federal Crown Corporation responsible for arranging the commercial exploitation of inventions arising from publicly funded research carried out by government departments, universities and public research institutions. In this capacity, CPDL screens invention disclosures received from its various sources, for patentability and commercial potential. CPDL offers for licensing those inventions it deems to have commercial potential from which it seeks patent coverage for those deemed to be patentable.

Eligibility

Enterprises wishing technology to improve their present products or processes or add to the present product line.

Address

K. F. Crowe, Chief, Marketing and Licensing, Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario, K1A 0R3. Telephone (613) 996-5530.

Trade Marks Office

Nature

The Trade Marks Office administers the Trade Mark Act which gives an owner a renewable 15 year monopoly on use of a trademark applied to wares or services. The Trade Mark Search Room maintains records of registered trade marks, pending and refused applications for registration, and Registered Users licensed by trade mark owners to use their marks. A weekly publication is available by subscription which summarizes the above information, notices and other items.

Eligibility

Any interested parties.

Address

Trade Marks Office, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario, K1A 0C9.

Industry Energy Research and Development Program

Nature

This program is intended to encourage research and development of new and improved processes and equipment which will reduce energy consumption in industry and ensure the widest possible use of this technology. This program may contribute up to 50% of the total estimated cost of approved projects.

Eligibility

All Canadian Companies, consulting firms, trade and research associations, formal and informal groupings of companies and individuals.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225.

International Bureau

Nature

Projects and improves the access of Canadian goods to export markets. Supplies details on rates of duty, import restrictions, documentation requirements, and other foreign government measures affecting Canadian exports. Provides information on economic and trading conditions in all parts of the world and assistance in planning visits to foreign markets.

Eligibility

Canadian exporters.

Address

Department of External Affairs, Trade Development, Ottawa, Ont., K1A 0G2.

Unsolicited Proposals Program

Nature

The Unsolicited Proposals Program permits the government to respond promptly and consistently to sound and unique unsolicited proposals from the private sector in support of government science and technology missions. The aims of the program are to encourage industry to contribute to the accomplishment of government goals and to increase governments appreciation of Canadian industry capabilities. In order to be accepted in principle, an unsolicited proposal must meet the following criteria: the proposal must be sponsored by a department, the proposal must be judged to have scientific merit and to be technically feasible, and the proposal must be judged to be unique by the Science and Professional Services Directorate.

Eligibility

Any Canadian firm capable of performing the proposed activity.

Address

Science and Professional Services Directorate, Department of Supply and Services, Place du Portage, Phase III, 1261, Hull, Quebec, K1A 0S5. Telephone (819) 997-6368.

Support for Research and Innovation

Nature

A group of researchers was organized to increase resources available to industry for specialized research and the provision of technical advice. Clients pay full costs of research. Advice on government assistance to business programs is also available.

Eligibility

All interested parties.

Address

Professor R. E. Chant, Director, Office of Industrial Research, University of Manitoba, Winnipeg, Manitoba, R3T 2N2. Telephone (204) 474-9463.

Statistics Canada — Business Statistics

Nature

Statistics Canada has a national responsibility for collecting and publishing statistical information needed by governments, industry and the general public to understand Canadian social and economic conditions. A free catalogue listing all publications is available on request. Data are published monthly, quarterly and annually, depending on topic. A great deal of this information is of direct use to individual firms in market studies and other types of business research. Stats Canada can provide data keyed to an enquirers specific business information needs as well as what information is available and how it can be best utilized.

Eligibility

Business, industry, the public and government.

Address

Statistics Canada, 215, 11010 - 101 St., Edmonton, Alberta, T5H 4C5. Telephone (403) 420-3027.

Machinery Program

Nature

This program provides for the remission of custom duties on imports of machinery classifiable under machinery program tariff items and which are not manufactured in Canada.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225 or Machinery and Equipment Advisory Board, Department of Regional Industrial Expansion, 235 Queen Street, Ottawa, Ontario, K1A 0H5. Telephone (613) 992-1129.

Industrial Research Assistance Program (IRAP)

Nature

The Industrial Research Assistance Program (IRAP) of the National Research Council (NRC) was established to further the economic development of Canada through encouragement of R & D and increased utilization of science and technology. Program elements contain: IRAP-C — advice, guidance and assistance on industrial technology and government programs; IRAP-F — advice and assistance in locating, interpreting and adapting existing technology; IRAP-H — for tackling industrial problems through short-term support of undergraduates working with the firm; IRAP-L — assisting short-term studies or tests contracted out to qualified organizations; IRAP-M — assisting small R & D projects through support of the salaries of researchers and IRAP-P — assisting longer term, higher risk projects through support of the salaries of researchers.

Eligibility

Incorporated companies either provincially or federally engaged in activities based to a significant extent on technology derived from the physical and life sciences and engineering.

Address

General Manager, Industrial Research Assistance Program, National Research Council, Montreal Road, Ottawa, Ontario, K1A 0R6. Telephone (819) 993-0331.

Development and Demonstration of Resource and Energy Conservation Technology (DRECT)

Nature

DRECT assists the private sector, municipalities and provinces to develop and demonstrate equipment, systems or products designed to reduce waste; recover or recycle wastes; and save energy, especially the energy derived from non-renewable resources. Under the Program DRECT will pay up to 50% of the total estimated costs of an approved project.

Eligibility

Industries or organizations with appropriate proposals.

Address

DRECT Secretariat, Environment Protections Service, Environment Canada, Ottawa, Ontario, K1A 1C8. Telephone (819) 997-3405.

III. Marketing Services

Division of Tourism and Parks

Nature

The Division of Tourism and Parks provides marketing support to Northwest Territories tourism businesses with information, advice, promotion and various other services.

Eligibility

Established Northwest Territories business enterprises.

Address

Division of Tourism and Parks, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7396.

Contribution Program for Tourist Accommodation

Nature

A Program for remote communities to provide financial assistance towards the capital requirements for the construction, renovation and improvement of hotels and restaurants. The program also includes funds for training of management and staff. One contribution of $30,000 is available in each Region once each year for capital assistance. One contribution of up to $10,000 is available in each Region once each year for management and staff training.

Eligibility

Hamlets, settlements and unorganized communities having no commercial accommodation, or where minimal accommodation only exists.

Address

Regional Tourism Officer, Department of Economic Development and Tourism, Inuvik, Rankin Inlet, Frobisher Bay, Fort Smith, Cambridge Bay, N.W.T.

TravelArctic Program

Nature

TravelArctic is responsible for the promotion and marketing of tourism in the Northwest Territories. The office maintains a library of promotional materials and photographs to facilitate requests for information, works within the internal and external travel trade media in promoting the N.W.T. as a tourist destination. It produces and distributes publications listing tourist services available in the Northwest Territories, and provides travel counselling to the general public.

Address

TravelArctic, Department of Economic Development & Tourism, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7200.

Canadian Commercial Corporation

Nature

By serving as prime contractor in government-to-government transactions, CCC facilitates the purchase, by other governments, their agencies, and international organizations, of goods and services from Canadian suppliers. Through the specialized services of the Export Supply Directorate and product Directorates of the Department of Supply and Services, CCC helps client governments and international agencies to find qualified and capable Canadian sources for commercial as well as defence-related products and services. In addition, the Corporation follows through on all aspects of a sale, including contract management, inspection, acceptance, shipping services, and payment.

CCC also serves as prime contractor in capital projects when a government-to-government arrangement meets the needs of, and is requested by, the sponsoring foreign government and interested Canadian firms.

A wholly-owned Crown Corporation, CCC reports to Parliament through the Secretary of State for External Affairs and the Minister of State (International Trade).

Eligiblity

Any interested parties.

Address

Canadian Commercial Corporation, Head office, 112 Kent St., 17th Floor, Ottawa, Ontario, K1A 1E9. Telephone (613) 996-0034.

Tourism Canada

Nature

Promotes Canada's Tourism abroad and encourag within Canada. It works to ensure that the supply tourism grow in a balanced fashion. It assists the C in improving its performance and aims to make the C more competitive.

Eligibility

The public, business, and industry.

Address

Tourism Canada, Department of Regional Industrial E Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6

IV. Management and Consulting Services

Business Development Division G.N.W.T.

Business Services

Nature

The Business Services Section provides technical support to entrepreneurs within the N.W.T. Emphasis is placed on the provision of business management, financial and accounting advice to individual businesses and industrial organizations. This section also provides expertise and advice in establishing business in the N.W.T.

Eligibility

All interested parties.

Address

J. M. Lamoureux, Head — Business Services Section, Division of Business Development, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. Telephone (403) 873-7229.

Arts & Crafts Development

Nature

The Business Development Division of the Department of Economic Development and Tourism supports the Art and Craft Industry through the provision of advice in opportunity awareness, production, and marketing, information about tool and material sources for artists and craftsmen, information about artists for dealers and collectors, and assistance in product and project development.

Eligibility

All artists and craftsmen in the N.W.T.

Address

Dave Sutherland, Arts & Crafts Officer, Business Development Division, Department of Economic Development & Tourism, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7362.

Renewable Resource Development

Nature

The Business Development Division provides technical and consulting assistance to persons currently involved in or wishing to become involved in the commercial use of renewable resources. Assistance may include the identification of business opportunities and advice on the suitability of proposed technology, business management, financial management and marketing.

Eligibility

Loggers, farmers, sawmill operators and holders of N.W.T. general hunting licences and/or N.W.T. commercial fishing licences and local businesses licenced to deal in meat, game or fish.

Address

Syd Kirwan, Head — Renewable Resource Development Section — Business Development Division, Department of Economic Development and Tourism, Government of the Northwest Territories, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7391.

Non-Renewable Resource Development

Nature

The Non-Renewable Resource Development Section is a new section which identifies potential development projects and carries out liaison work with small business and proponents to ensure small business is aware of opportunities and resource companies are aware of supplies and services in the N.W.T.

Address

Non-Renewable Resource Development Section, Business Development Division, Department of Economic Development & Tourism, Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7389.

Co-operative Development

Nature

The Department of Economic Development and Tourism is responsible for stimulating co-operative development within the N.W.T. By so doing, it provides legal and financial advice, and education on incorporation of co-operatives. The co-operatives provide assistance to business and the general public in the following manner: contracts for airstrip maintenance and upgrading, sub-contracts for building, rents equipment to contractors, assists in acquiring labour for contractors, contracts for freight and mail hauling, maintains restaurants and hotels, provides retail food, dry goods, hardware and taxi service. Municipally, co-ops provide sewage pickup, petroleum products and water delivery.

Eligibility

All N.W.T. residents.

Address

M. A Buchanan, Supervisor of Co-ops, Business Development Division, Department of Economic Development and Tourism, Government of the N.W.T., Yellowknife, N.W.T. X1A 2L9. Telephone (403) 873-7365.

Canadian Executive Services Overseas (CESO)

Nature

CESO, in co-operation with the government of the N.W.T., provides volunteer consultants to industry, institutions, and governments in developing areas. The Canadian Native Program offers a broad range of services to improve the economic, educational, and social environment of Indian and Inuit people in the N.W.T.

Eligibility

Indian and Inuit people.

Address

Head, Business Services Section, Division of Business Development, Department of Economic Development and Tourism, Government of the N.W.T, Yellowknife, N.W.T., X1A 2L9 Telephone 873-7376.

Canada Development Corporation (CDC)

Nature

The program's objective is to help develop and maintain strong Canadian controlled and Canadian managed corporations in the private sectors; to widen investment opportunities to Canada; and to operate profitably and in the best interests of all shareholders. CDC takes control positions by investing in the equity of existing corporations in high growth projects involving the upgrading of Resources, a high technological base or with a potential for international market development.

Eligibility

Industries considered to be of greatest potential and importance to Canada's future economic development.

Address

Canada Development Corporation, Suite 200, 444 Yonge St., Toronto, Ont., M5B 2H4. Telephone (416) 598-7200.

C.A.S.E. — Management Counselling — F.B.D.B.

Nature

Counselling Assistance for Small Enterprises (C.A.S.E.) is a management counselling service offered by the Federal Business Development Bank (F.B.D.B.). Retired business persons perform the counselling services. The program assists owners and managers of business enterprises, particularly those of smaller size to improve their methods of doing business.

Eligibility

Any proprietorship, partnership, or limited company conducting virtually any type of business enterprise in Canada can apply provided the enterprise has no more than 75 full time employees, and the enterprise has had prior discussions of its problems with appropriate business advisors. There is a nominal daily fee charged for each counsellor assigned.

Address

F.B.D.B., 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Economic Policy and Analysis

Nature

Provides continuing assessment of current and prospective economic changes abroad affecting Canadian trade; makes estimates of changes in the structure of industries and markets; analyzes capital investment in Canada and abroad; conducts economic research into industrial productivity; and does industry sector studies. Also evaluates economic policy with regards to industry. Most information is mainly of use within the department. However, from time to time information is made available to the public and business.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 0C0. Telephone (403) 873-6225 or Department of Regional Industrial Expansion, Industrial Development Policy, Ottawa, Ontario, K1A 0H5. Telephone (613) 995-5101.

Consumer and Corporate Affairs

Nature

The department regulates many marketplace activities. It establishes regulations and standards for packaging safety. It approves all devices used in trade for weighing and measuring. It serves as a consumer advocate and information service. It grants temporary legal monopolies and maintains a complete record on patents, trademarks, etc. Charters of incorporation are granted and files of company's financial statements are maintained. It is also involved in the investigation of questionable business practices and supervises bankruptcy proceedings.

Eligibility

Available to any interested parties, business, and industry.

Address

Communications, Consumer and Corporate Affairs Canada, Place du Portage, Ottawa, Ontario, K1A 0C9.

V. Manpower and Labour Services and Programs

Apprenticeship Training

Nature

Apprenticeship training is a combination of learning by doing (training on the job) and formal technical training. Apprenticeship programs are administered under the "Apprentices and Tradesmen Ordinance." The major activities the ordinance provides for are the Apprenticeship Board, Trade Advisory Committees and the designation of Trades.

Eligibility

Any individual employed in a designated trade at less than the journeyman level is eligible to be indentured as an apprentice.

Address

Advanced Education & Manpower, Department of Education, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7553.

On-The-Job-Training

Nature

Essentially on-job-training is subsidized training on the job. This subsidy could include transportation assistance, and a percentage of reasonable wages. A "trainee" would work with a skilled person (usually in non-apprenticable trades) until the trainee can take the job. Coupled with this should be intensive life skills training and counselling. Individual contracts are signed for each training position between the employer and the G.N.W.T.

Eligibility

Any northern resident requiring this form of training.

Address

Advance Education & Manpower, Department of Education, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7553.

Orientation Training Northern and Southern

Nature

This program involves training for southern supervisors and northern employees in order to overcome the misunderstandings encountered by different southern and northern aspirations, with regards to production etc. The program is available through the Thebacha College in Fort Smith.

Eligibility

Open to any company working in the N.W.T.

Address

Advance Education & Manpower, Department of Education, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7553.

Community Labour Pool

Nature

The government of the N.W.T. has 15 Manpower Development Officers and currently four Labour Pool Officers. The federal government has offices in five centres and seven or eight Outreach Officers. Combined, these people serve 59 communities and some seven to eight thousand unemployed people. A larger labour pool system has the advantage of having a focal point in unserviced communities.

Eligibility

Any employer seeking northern workers.

Address

Advance Education & Manpower, Department of Education, Government of the N.W.T., Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7553.

Employment and Career Exhibitions

Nature

Employment and Career Exhibitions are held throughout various schools and centres. These exhibitions are held to encourage participants to make their opportunities known to the area residents and to provide guidance to students not knowing what to do once they have completed high school. 17 complete audio-visual information packages have been developed for presentation by Employment Training Officers. The present programs range from employment in government to employment in the mining industry.

Also a career resource centre is available to help residents of the N.W.T. make choices about their future by making career information available to them. An important part of this program is the introduction of the "Work Experience Book" for the employee. It helps document his or her work experience and training. For the employer it helps assess the employees skills.

Eligibility

Any interested parties.

Address

Advance Education & Manpower, Department of Education, Government of the N.W.T, Yellowknife, N.W.T., X1A 2L9. Telephone (403) 873-7553.

Workers' Compensation

Nature

The purpose of the Workers' Compensation Ordinance is to provide recompense to the worker for disability from personal injury arising out of and during the course of employment, without recourse to litigation. It places the adjudication of claims in the hands of the Workers' Compensation Board instead of the courts and makes the employer's liability collective instead of individual.

Eligibility

Employers are required to contribute to what is known as the Accident Fund and compensation and medical aid to injured workers are paid by the Board out of that Fund. No contributions from employees, either directly or indirectly, are permitted.

Address

Workers Compensation Board, P.O. Box 8888, Yellowknife, N.W.T., X1A 2R3. Telephone (403) 873-7745.

Critical Trade Skills Training Program

Nature

CTST features training initiatives to overcome certain chronic labour shortages that exist in the economy. Subsidies are paid to employers for the training of workers in specific blue collar trades or occupations that are in short supply. Training is provided by employers and/or employer associations, to employee trainees in cooperation with provincial-territorial governments who provide technical support.

Eligibility

Employer's willing to provide subsidized training in eligible trades or occupations.

Address

N.W.T. Training Branch, P.O. Box 1950, Yellowknife, N.W.T., X1A 2P5. Telephone (403) 920-8411.

Small Business Management Training

Nature

Each year the Federal Business Develpment Bank (F.B.D.B.) conducts an extensive program of over 1,000 one-day management seminars at centres across Canada. The seminar programs are designed particularly for small business management. A modest registration fee is charged. The seminars are advertised locally in advance. The bank also prepares seminars for specific industries in collaboration with industry associations and other organizations which present seminars to their members.

Eligibility

Any small business personnel.

Address

Federal Business Development Bank (F.B.D.B.), 5202 Franklin Avenue, Yellowknife, N.W.T. Telephone (403) 873-3565.

Labour Canada (LAB)

Nature

Labour Canada administers the Canada Labour Code and has federal responsibility for industrial standards (conditions of work, minimum wages, hours of work); health and safety of employees, industrial relations (collective bargaining, labour-management relations). The federal jurisdiction includes works or businesses of an interprovincial, national, or international nature. The department works in partnership with all parties in labour affairs, helping to pinpoint and analyse issues and problems, searching for equitable solutions and new techniques and acting as an impartial catalyst.

Labour Canada also offers programs of use to all Canadian businesses. Labour Data covers information available on pay, working conditions, strikes, lockouts and the organization of union and other labour bodies. Industrial Relations Information Services (IRIS) is a "one stop" information service regarding collective bargaining and industrial relations. The quality of Working Life Program promotes and supports workplace improvement.

Eligibility

All businesses and industry.

Address

Communications Directorate, Labour Canada, Ottawa, Ontario, K1A 0J2. Telephone Zenith 2013.

Unemployment Insurance Commission (UIC)

Nature

1. Administers Unemployment Insurance Act which provides for regular, maternity, illness and age 65 benefits to entitled claimants. Benefit rate is 60% of average weekly insured earnings to a maximum of $231./week for 1983 fiscal year.
2. Administers premium reduction program which allows employers who have a qualified wage loss replacement plan to be entitled to a reduction in the employer's premium of 1.4 X employee's contribution.
3. Supplies blank records of employment to employer and provides assistance to employers who need help in completing the Record of Employment. The employer must complete within five days when an employee has an interruption of earnings.

Eligibility

1. Benefits available to all qualified claimants from Unemployment Insurance Commission Offices in N.W.T.
2. Premium reduction available to qualified employers. Information brochure and application forms available on request.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T., X1A 2N8. Telephone (403) 873-8400.

Canada Employment Centres (CEC)

Nature

Assists in finding employees; training or retraining workers; developing manpower adjustment programs to cope with industrial and technological change. Provides labor market information demand and supply of specific skills, industrial and occupational trends, regional and national economic reports.

Eligibility

Employees and employers.

Address

Canada Employment Centre, Bag Service 1170, Yellowknife, N.W.T., X1A 2N8. Telephone (403) 920-8400.

National Industrial Training Program (GIT)

Nature

GIT is a shared cost incentive program whereby employers are reimbursed by Employment & Immigration Canada for a portion of their incurred training costs. The overall objective of GIT is to meet the skills needs of employers and to improve the employability and earning capacity of workers through the initiation, expansion, and improvement of employer-provided training.

Eligibility

Employers qualifying for GIT are: any incorporated company, a partnership or sole proprietorship, an incorporated association of employers, a crown corporation; a cooperative, credit union, incorporated Indian Band, or similar legally constituted organization, any legally constituted association, union or community organization.

Address

N.W.T. Training Branch, P.O. Box 1950, Yellowknife, N.W.T., X1A 2P5.

National Institutional Training (N.I.T.)

Nature

In short NIT is "institutional training". NIT is a program of occupational training which provides adults with the skills required for employment or to increase their earning capacities. The program provides: skill courses basic training to raise an individual's education level to that required for admission to a skill course — classroom portion of apprenticeship training arranged by territorial authorities — language training — job readiness training — work adjustment training. Courses, depending on the skill, run from one to 52 weeks. Living allowances or unemployment insurance benefits are normally available to full time trainers.

Eligibility

Anyone who is at least one year past school leaving age and has been out of the school system for at least 12 months.

Address

N.W.T. Training Branch, P.O. Box 1950, Yellowknife, N.W.T., X1A 2P5.

Career Access Program

Nature

Career-Access is designed to provide employment opportunities for those who face serious difficulties in finding on-going employment. It operates through a system of wage subsidies to employers. In essence, the jobs created amount to a type of internship through which people can learn the skills to qualify them for continuing employment.

Eligibility

Those eligible to receive a wage subsidy include: youth who are unable to get a job, particularly those who lack work experience; youth and others with post-graduate qualifications who have left school and are unable to find work in an area appropriate to their post-secondary qualifications; disabled or disadvantaged people; men and women returning to the work force after a prolonged absence; older workers who have been permanently laid-off, under certain specified circumstances and in the summer months, students intending to return to school. Business, private organizations and community groups are eligible to apply. Referrals must be obtained through Canada Employment Centres.

Address

Employment and Immigration Canada, N.W.T. Directorate, Box 1950, Yellowknife, N.W.T., X1A 2P5.

The Canada Works Program

Nature

Designed to create jobs in time of economic slump or unexpected crisis — such as a major plant shutdown — the program supports a wide range of projects from six to fifty-two weeks in duration.

Eligibility

Participants must be unemployed. In referrals for jobs, priority is given to those who have been unemployed for eight weeks or more and whose unemployment benefits have expired, to those who are on social assistance, or laid-off workers receiving UI benefits.

Address

Employment Development Branch, P.O. Box 1300, Yellowknife, N.W.T., X1A 2N9.

Local Employment Assistance and Development Program (LEAD)

Nature

Communities, like people, can be hard hit by recession and economic stagnation. The LEAD Program takes deliberate aim on these areas of slow growth and chronic high unemployment. It provides funds to create new jobs keyed to local development and economic stimulation. To achieve its objectives, it creates local development corporations and invests in projects that meet the community's own economic development priorities, generating new employment opportunities for its citizens.

Address

Employment Development Branch, P.O. Box 1300, Yellowknife, N.W.T., X1A 2N9.

The Job Corps Program

Nature

Even in good times, some people face heavy odds in trying to find regular and rewarding work. Perhaps they are physically or mentally disabled. Possibly disadvantaged through inadequate education, a troubled family life or other social problems. Many are young. It is to these less fortunate Canadians that the program addresses its efforts and its resources.

Address

Employment Development Branch, P.O. Box 1300, Yellowknife, N.W.T., X1A 2N9.

Industry and Labour Adjustment Program (ILAP)

Nature

Financial assistance may be granted to manufacturing and processing firms undertaking to establish, expand or restructure operations in designated communities.

Eligibility

Manufacturing and processing firms.

Address

Department of Regional Industrial Expansion, P.O. Bag 6100, Yellowknife, N.W.T., X1A 1C0. Telephone (403) 873-6225 or Department of Regional Industrial Expansion, Office of Industrial Adjustment, Ottawa, Ont., K1A 0H5.

VI. Income Tax Incentives

Investment Tax Credit

Nature

An investment tax credit, which varies, regionally from 7% to 20% is available as a direct reduction from federal tax payable. This credit reduces the cost of new buildings, machinery and equipment principally used in Canada in prescribed activities. It also provides for expenditures on research and development and on investment in equipment for rail, air, water and long-haul transportation within or to and from Canada.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta, T5J 2W8. Zenith 83200.

Research and Development Incentives

Nature

The investment tax credit for R & D expenditures is 20% in the Atlantic provinces and 10% in the rest of Canada, while small businesses are allowed a special tax credit of 25%. In addition to writing off 100% current and capital expenditures for R & D tax payers can deduct from their income a further 50% of any increase in such expenditure over the average level of the previous three years.

Address

Department of Industry, Trade and Commerce, Alberta, and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Accelerated Capital Cost Allowance for Manufacturing and Processing Industries

Nature

Taxpayers may charge 50% straight line depreciation on most new machinery and equipment for use in manufacturing and processing in Canada (including heavy-oil upgrading), thus writing off such assets in two years.

Address

Department of Industry, Trade and Commerce, Alberta, and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

Inventory Allowance

Nature

In recognition of the distortion of business income from inventory inflation, 3% of the opening cost of inventories (except real property and goods not for resale) can be deducted in calculating business income.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta, T5J 2W8. Zenith 83200.

Special Rate for Corporate Manufacturing and Processing Profits

Nature

A special rate of tax on manufacturing and processing activities carried on in Canada (including heavy-oil upgrading) reduces the general rate on corporate profits from 36% to 30%. Provincial corporate tax rates ranging from 10% to 15% are levied in addition to the applicable federal rate.

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta, T5J 2W8. Zenith 83200.

Special Tax Rates for Incorporated Small Business

Nature

Small Canadian controlled private corporations are accorded lower income tax rates on active business income derived from activities carried on in Canada. The federal rate is 10% in manufacturing and processing industries and 15% in other activities. Provincial corporate tax rates ranging from 5% to 12% of income are levied in addition to the federal rate.

Eligibility

Address

Department of Industry, Trade and Commerce, Alberta and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta, T5J 2W8. Zenith 83200.

Employment Tax Credit

Nature

Employers hiring workers to fill newly created jobs which are additional to their normal work force may be entitled to a tax credit which varies regionally.

Eligibility

Address

Department of Industry, Trade and Commerce, Alberta, and N.W.T. Region, 500 MacDonald Place, 9939 Jasper Ave., Edmonton, Alberta T5J 2W8. Zenith 83200.

VII. General Information Services and Programs

Metric Conversion

Nature

Conversion to the metric (SI) system in Canada is being implemented on a voluntary basis. Each sector of the economy carries out its own conversion program in conjunction with its suppliers and customers. The entire program is guided and coordinated by the Metric Commission. The Commission provides a wide range of publications, audio-visual aids, symposia and technical information to assist individuals and businesses in conversion to the metric system. The Commission contributes to the cost of replacement or conversion of eligible workers' tools and can provide information on special tax measures that apply to cost of conversion of tools, machines, and measuring instruments.

Eligibility

Further information and publications relating to metric conversion can be obtained through the consumer affairs office, Department of Justice and Public Services, Government of the Northwest Territories, Yellowknife, N.W.T.

Address

Metric Commission Canada, Ottawa, Ontario, K1A 0H5.

Freshwater Fish Marketing Corporation

Nature

This Federal Corporation was established for the purpose of marketing and trading in freshwater fish, fish products and by-products. It has exclusive rights in inter-provincial and export trade to market the products of the commercial fishery of territories and provinces participating in this program.

Eligibility

All commercial fishermen.

Address

Freshwater Fish Marketing Corporation, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-6630, or 1199 Plessis Road, Winnipeg, Manitoba. Telephone (204) 949-6600.

Government of Canada Geological, Mineral Exploration and Mining Services

Nature

District geologists provide geological information and advisory services to the minerals industry in the N.W.T. and Yukon. Regional geologists maintain offices in Yellowknife, N.W.T. and Whitehorse, Y.T. Geological Survey of Canada publications such as geological, geophysical and topographical maps, memoirs, papers and reports, are available for sale to the public. A library of technical assessment reports is available for reading and copying by means of a micro film system and there is also a small library of technical books and mining publications for public use. Technical advice is provided by experienced geologists by correspondence, in the office and in the course of field visits.

Eligibility

Any interested parties.

Address

Department of Indian Affairs and Northern Development, N.W.T. Region, Box 1500, Yellowknife, N.W.T., X1A 2R3. Telephone Geology Division (403) 920-8210, 920-8215, Mining Lands Division (403) 920-8235. Energy, Mines & Resources, P.O. Box 668, Yellowknife, N.W.T., X1A 2N5. Telephone Regional Surveyor (403) 920-8295. Map Office (403) 920-8299.

Canada Post Business Services, Publications and Information

Nature

The post office provides publications that are particularly helpful to business people. Household Figures Booklet — contains the numbers of householders English and French speaking, receiving mail at post offices and on rural routes not covered by letter carrier. Letter Carrier Route Lists are available for all areas covered by letter carriers. They show the number of customers and business places on each route and are used to "blanket" any area with advertising material.

Eligibility

All types of business.

Address

Sales and Customer Service, Canada Post Office, Station 281, Ottawa, Ontario, K1A 0Y2 or Marketing Manager, Canada Post Office, 9828 104 Avenue, Edmonton, Alberta T5J 2T0 or inquire to the Zone Postmaster in Yellowknife, Hay River or Inuvik. Telephone (403) 873-2500.

Canada Post Office Services

Nature

Consultation and brochures are available to provide customers with information on how to prepare and package mail to obtain more efficient postal services often at lower rates. Special Delivery — A service where mailable matter is handled and delivered on a priority basis by the most expenditious means available. Acknowledge of Receipt (AR) — provides a signed card showing proof of delivery of a register. Insured — provides compensation for loss of mailable matter. Registration — provides receipt at time of mailing and a signature is obtained when delivered. Certified Mail — A proof-of-delivery system for important letters, documents or merchandise and Telepost. Telepost — A combination of electronic transmission and local mail delivery by telephoning the local CN/CP office. Cost is less than that of a telegram.

Eligibility

All types of business.

Address

Sales and Customer Service, Canada Post Office, Station 281, Ottawa, Ontario, K1A 0Y2 or Marketing Manager, Canada Post Office, 9829 -104 Avenue, Edmonton, Alberta, T5J 2T0 or inquire to the zone postmaster in Yellowknife, Hay River or Inuvik. Telephone (403) 873-2500.

Priority Post

Nature

A courier service using existing transportation routes to ensure mail is delivered in the shortest possible time.

Eligibility

Designated Post Offices

Address

Zone Postmaster in Yellowknife and Hay River.

Small Business Secretariat

Nature

Following the closing of the Office for the Reduction of Paperburden, the Small Business Secretariat was given the responsibility to listen to small business problems relative to paperwork, red tape, and record retention. This office also ensures that government departments undertake appropriate actions on specific problems that arise. A very important function of the S.B.S. is to support the Ministry of State for Small Business and Tourism in its responsibility for paper burden reduction and regulatory reform.

Eligibility

Any businessman interested in the reduction of paper work.

Address

Small Business Secretariat, Department of Regional Industrial Expansion, 235 Queen St., Ottawa, Ontario, K1A 0H5. Telephone (613) 593-5722.

Surplus Equipment

Nature

The Crown Assets Disposal Corporation through Supply & Services Canada, is the government's agent for the sale of equipment of all sorts that has been declared surplus to the requirements of departments and agencies.

Eligibility

All interested parties.

Address

Crown Assets Disposal Corporation, Box 8451, Ottawa, Ontario, K1G 3J8.

Weather Information Services

Nature

The Atmospheric Environment Service provides current and predictive meteorological information for general use and special services to aviation, commercial and private marine activities, agriculture, and such industries as construction and transportation. It also provides special Arctic weather services and information concerning ice in Canadian coastal and inland waters.

Eligibility

Business, industry, general public, and other government agencies.

Address

Weather Office, Atmospheric Environment Service, Environment Canada, Box 1199, Yellowknife, N.W.T. Telephone (403) 873-4020.

Canadian Transport Commission

Nature

This commission is responsible for the regulation of all transportation under Federal jurisdiction. It is a court of record and its decisions are binding but subject to appeal. Five of its seven committees regulate the different transportation modes: air, rail, certain categories of extra-provincial motor vehicle transport, water and commodity pipeline. The other two deal with review and appeals and with international transport policy. The commission is also responsible for undertaking studies and research into the economic aspects of all modes of transport within, into or from Canada.

Eligibility

All interested parties.

Address

Canadian Transport Commission, Ottawa, Ontario, K1A 0N9. Telephone (819) 997-0344.

Transport Canada (TC)

Nature

Transport Canada operates airports, flight service stations, and marine bases across Canada, as well as a vehicle test centre in Quebec. Information on standards, licensing, rules and regulations related to air, sea and surface transport is available from the following addresses (nearest Regional office to Western Arctic area).

Eligibility

Any interested parties.

Address

Air — Transport Canada, Federal Building, 9820-107th Street, Edmonton, Alberta. T5K 1G3. Telephone (403) 420-3815. Marine — Transport Canada, Box 5002, Hay River, N.W.T., X0E 0R0. Telephone (403) 874-2406. Surface — Administrator, Surface Transportation Administration, Transport Canada, 27th Floor, Tower "C", Place de Ville, Ottawa, Ontario, K1A 0N5.

Canada Land Inventory

Nature

Classification and mapping of land according to its capabilities and limitations for agriculture, forestry, recreation and wildlife; to be used in the administration, planning, and research of renewable resources.

Eligibility

All interested parties.

Address

Canada Land Inventory, Lands Directorate, Environment Canada, Ottawa, Ontario, K1A 0E7. Telephone (819) 997-2320.

Health and Welfare Canada (HWC)

Nature

The Department's Health Protection Branch is responsible for the enforcement of the Food and Drug Act, the Narcotic Control Act, and Propietary or Patent Medicine Act. Explanations of the requirements of this legislation are given to businesses concerned. The Radiation Protection Bureau provides advice and laboratory services to ensure the health and safety of workers using X-ray nuclear energy. At present, the department's Medical Service Branch will provide consultant services to large employers for the organizations and operation of health services.

Eligibility

Any interested parties.

Address

Health and Welfare Canada, Ottawa, Ontario, K1A 0K9. Telephone (613) 996-4950.

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